

WHAT I WISH I KNEW.....

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READ THE GRANT (HAVE YOU HEARD THAT??)

- Know it inside and out
 - Who, what, when, how
- Know your objectives (clarify if necessary)
- Decide how you're going to determine progress toward objectives
 - Data, Data, Data – who will collect, access?
 - Qualitative data (stories)




DOCUMENT, DOCUMENT, DOCUMENT

- Keep records as you go – don't try to reconstruct
 - What happened and WHY
- Setting up your system
 - The monitoring visit is your friend!
 - Create folders that match questions & drop documentation in as you go
- Keep notes on your calendar – snow days, teacher absences, etc.
- If it's not documented, it didn't happen



BUDGET & FINANCES

- Be familiar with your budget
 - Know what's allowable by VDOE
 - What needs pre-approval
 - What sort of information is needed for reimbursement
 - Know your purchasing procedures
 - Allow time for bids – have a contingency plan
 - Partners/Vendors
 - Things change
 - Budget Amendment
 - Program Amendment
 - Document, Document, Document
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BE PREPARED FOR THE UNEXPECTED

- Line up (authorized) substitute staff
 - Don't get sucked into delivering programming – you'll never escape
- Make sure you're prepared for short and long term absences with Partners & Staff
 - Don't let a crisis keep you from informing VDOE even if it's after the fact
 - Find backup resources for substitution
- Be prepared to train and re-train – teachers, principals, your replacement....



TIPS

- Build relationships with the school custodians, office staff, partners, etc.
 - This is more work for them – keep that in mind and be appreciative
 - Make sure partners/vendors understand the rules of the school/program
 - Don't let higher-ups decide things you know are not allowable
 - Ask VDOE for assistance
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